



STATE OF MICHIGAN
TERRI LYNN LAND, SECRETARY OF STATE
DEPARTMENT OF STATE
LANSING

MEMORANDUM

DATE: July 21, 2006
TO: Committees Registered for Electronic Filing on the State Level
FROM: Michigan Department of State, Bureau of Elections
SUBJECT: **Merts Plus Manual Enclosed**

The Michigan Department of State's Bureau of Elections is pleased to provide you with a Merts Plus Manual. The manual offers helpful information on the use of the software and should be kept for future reference. The Manual can also be accessed through the following website: www.mertsplus.com.

If the committee is using electronic filing software other than Merts Plus, please contact your vendor for any software specific information you may need.

Select Features of the Merts Plus Software

Validation of the Report: The "report validation" flags transactions in the filing that are incomplete or inconsistent with the requirements of Michigan's Campaign Finance Act. Committees are encouraged to clear all items flagged in the validation before filing a Campaign Statement electronically. **Statements that are filed with transactions remaining unresolved may result in the Committee receiving a Notice of Error or Omission to correct the errors.**

Windows: There are a number of Windows for the MertsPlus software to permit you to work with more than one application at the same time. Use the "View" tab to open any or all of the Windows listed. Use the "Window" tab to organize your opened windows.

Names Window: The "Names Window" stores all names and addresses used by the committee in one location.

Election Cycles Window: The "Election Cycles Window" is used by the software to track contribution limits. Each candidate or issue must have a separate election cycle.

Campaigns Window: The "Campaigns Window" is used by committees other than Candidate Committees, to accumulate expenditures to candidates or ballot issues.

Reports Window: The "Reports Window" is used to create, close and upload a report. Reports must be created before you can enter transaction information using the "Summary Page Window". Once a report has been uploaded/electronically filed, you can amend the report.

Summary Page Window: The "Summary Page Window" is used for the entry of all transactions. Just double click on the appropriate transaction type to activate the correct key

entry screen. To activate the Summary Page, you must have a report selected in the Reports Window.

All Transactions Window: The “All Transaction Window” stores all the transactions in the entire file. This window is used to delete or modify transactions.

Questions?

If you have any questions, please phone us at (517) 373-2540 or write us at the address below:

Michigan Department of State
Bureau of Elections
Post Office Box 20126
Lansing, Michigan 48901-0726

The following address is provided should you wish to visit our office or use an overnight delivery service.

Michigan Department of State
Bureau of Elections
430 W. Allegan Street
Richard H. Austin Building, 1st Floor
Lansing, Michigan 48918